

Parks, Recreation, and Forestry Department

To: Finance Committee & City Administration

From: Stephanie Juhl, Event & Sponsorship Coordinator

Date: 10/23/2025

Subject: Clarification of Grants & Sponsorship Revenue and Job Description

Background:

During a recent finance meeting, it was stated that my job description requires me to fundraise 50% of my salary. I would like to clarify that this information is inaccurate. My job duties include seeking and managing sponsorships and grants in support of department programs, events, and initiatives — however, there is no requirement within my job description that ties fundraising to my salary or departmental payroll costs. I have attached my job description as well for review.

To ensure accuracy and transparency, I have prepared the attached Grants & Sponsorships Summary Report (2023–2025). This document outlines actual performance compared to budgeted revenue over the past three years.

Summary of Findings:

- **2023:** No budget established; \$36,240 raised through grants and sponsorships.
- **2024:** Budgeted \$25,700; raised \$51,185.
- **2025 (as of October):** Budgeted \$25,000; raised \$30,941 to date, with an additional \$10,000 grant pending and further sponsorships expected, bringing the projected total to over \$44,000.
- **Three-Year Total:** Over **\$131,000** raised, exceeding budget expectations by more than **\$80,000**.

This data demonstrates that grant and sponsorship initiatives have been highly successful in supporting community programming and event funding for the department. These efforts supplement—not replace—budgeted salary funding.

I appreciate the opportunity to clarify this matter and ensure that future public discussions reflect accurate information regarding the scope of my role and contributions to the department's financial success.